

NH DEPARTMENT OF CORRECTIONS RULES FOR CITIZEN INVOLVEMENT & VOLUNTEERS

DO REMEMBER WHEN ON PRISON PROPERTY

1. Lock your Vehicle
Completely close all windows & secure all doors
2. Remove Personal Belongings from view in vehicle
place in trunk or glove box, or leave home
3. Empty your Pockets
remove items inappropriate for prison
4. Bring only
 - ✓ the **KEY** needed to unlock your vehicle
 - ✓ your **Photo ID**
 - ✓ a focus on your voluntary service, activity or commitment
 - ✓ personal property pre-approved by Warden
5. Prison grounds are **Tobacco-Free**
6. Communications, Imaging, Photographic & Recording devices are prohibited
7. Use of, or being under the influence of, alcohol or drugs is prohibited
8. ***You, your Vehicle, and your Property are Subject to Search without Warning***
9. Possession of **Contraband** is **prohibited** and subject to criminal prosecution
10. Dress Properly
 - ✓ Keep clothing conservative
 - ✓ Avoid similar style or color as offender population
 - ✓ Avoid shirts with slogans, decals, advertising
 - ✓ No shorts, tight or revealing clothing
 - ✓ No jewelry, cologne or perfume
11. Be Punctual
prison processing and movement is closely controlled
12. Sign In and Sign Out
13. Walk at all times
14. Stay with others in your group & escorting staff
15. Use appropriate language
16. **Give Nothing** to an Inmate
17. **Take Nothing** from and Inmate
18. Correspondence and Telecommunications is prohibited between volunteers and inmates. Volunteers are accountable to higher standards of conduct and subject to more restrictive communications regardless of other designations as citizens involved with this agency.
19. Activity on the outside on behalf of an inmate by a volunteer is prohibited.
20. Activity with parolee only by authorization of Field Service Division and CPPO.
21. **Ask for Help** from Staff Supervisor or Officer-in-Charge
 - ✓ Rules in prison are very different from outside society
 - ✓ Seek answers only from supervisor or corrections staff
 - ✓ Tell Supervisor if you are a relative, or acquainted with, any inmate
 - ✓ Report inmate pressure, threat, excessive or unusual requests
 - ✓ Report concerns on inmate welfare
22. Keep everything in the open. Do not say anything or do anything with an inmate you would be embarrassed to share with your peers or supervisors
23. Complete activity/event reports as requested
24. Cooperate Immediately with any Officer Request
25. Offenders have been sentenced by society through the judicial system for serious crimes
26. Maintain a Clinical/Professional Distance with offenders
27. Keep your Focus on the voluntary service you offer
28. Know your own boundaries and maintain your personal space
29. Be careful about physical contact. Limit to brief handshake or handclasp, if at all.
30. Be aware of **Con Games**
 - ✓ Don't bend any rules
 - ✓ Offenders can be very manipulative and may try to trap or blackmail you
31. Be Friendly, but don't over identify
32. Be Supportive without becoming manipulated
33. Be aware of your surroundings
34. Be accountable for Tools & Equipment
35. Respect Offender Privacy, Confidentiality of Records and Privileged Information
36. Accept that volunteers cannot substantiate offender conversation
37. Maintain a Positive Attitude
38. Be Patient and Persistent. Think in the long-term
39. Respect Diversity
40. Citizen Involvement Application and Orientation valid for a maximum 3 year term with renewal then required
41. There shall be a 12-month separation of state correctional involvement to change designation between volunteer and inmate visitor.

THINGS YOU WILL NOT NEED ON PRISON PROPERTY

1. Money, Wallet or Purse, Debit, Credit or Calling Cards
2. Cell Phone, pager, or handheld computing device
3. Photographic or audio recording devices
4. Books, newspapers or magazines
5. Food, Gum, Beverage in glass container
6. Cosmetics or grooming supplies
7. Pets (not even left in vehicle)
8. Photos of family, friends, pets
9. Any item not specifically authorized in writing by the Warden or Director
10. Any person under 18 years of age
11. Friends or guests not currently approved by NH DOC. They will be refused admission. All members of the public must apply, be subject to a background investigation and attend orientation prior to authorized entry
12. Cigarettes, lighters, other tobacco products, matches
13. Weapons of any kind

DON'T DISCUSS WITH OFFENDERS

1. Your Social Life
2. Inmate's past, crime, or the criminal justice system
3. Politics or political activities
4. Religion (unless as your authorized voluntary service)
5. Home and Family
6. Work, School, Neighborhood
7. Business Transactions with any offender
8. Your **OUTSIDE IDENTITY**